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RECEIVED BY DD/I  
MAR 4 1954

DAILY DIARY  
Assistant to DD/I (Admin.)

1 - 2 March 1954

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1. Met with [REDACTED] to discuss preparation of a reply to the State request for assistance [REDACTED]. DD/A feels it desirable that the proposal be coordinated with the Bureau of the Budget. [REDACTED] accepted my suggestion that DD/A clear the matter with the DCI before any contact is made with [REDACTED]. It was 25X1A9a agreed that [REDACTED] would prepare a draft reply for coordination.

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2. Advised the DD/I Offices that the immediate Office of the DD/I did not plan to undertake any special collection from senior personnel in the DD/I area for the Red Cross Campaign Fund, but rather was delegating appropriate action to each office. It is suggested, however, that the DD/I make appropriate reference to the campaign at the next IAD Luncheon.

3. Advised the Executive Secretary of the DD/A Career Service Board that we were agreeable to their proposal to provide two weeks intern administrative training in OCD and one week in ORR as part of an indoctrination schedule being planned for an administrative officer being returned from overseas in the late spring for eventual assignment in the Office of Logistics.

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4. [REDACTED] called to advise that he would be going off the Navy payroll 1 April and I assured him that he would be picked up on the CIA payroll by that date, perhaps on a provisional appointment basis. Upon discovering that security check had not as yet been initiated by the Office of Personnel, arrangements were made to assure that the security investigation was begun immediately, that a provisional appointment be made by 1 April, and that steps be taken to have Stallings enrolled in the orientation program scheduled for early in April based on a provisional appointment and his TS clearance with Navy.

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5. Referred to [REDACTED] with a suggestion that [REDACTED] be the DD/I designee, a notice from DD/A of a meeting to be held Thursday, 4 March to review progress and to plan necessary action with respect to the implementation to Executive Order 10501.

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